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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (G)
FROM : Chief, Programs Division
SUBJECT: Progress Report for the week 22-28 May 1953

DATE: 28 May 1953

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1. [] met with Dr. Haines, SAIS at which time Dr. Haines reviewed and approved the terms of the arrangements with CIA and SAIS for the summer program, as expressed in the draft of a letter to be approved by Mr. Dulles and sent from Colonel Baird to Dean Thayer. Clarification also was established regarding various minor administrative problems connected with the entree of Agency employees.

2. We have used Personnel's machine records identifying Agency employees with native fluency in Japanese with a hope that one of these persons may be available to conduct the intensive Japanese program during the summer. The records have produced a list of about 20 persons.

3. OO/C has indicated their intent to request the Programs Division to do a survey of [] with a view to development of a training plan to be used by Personnel of that Office. This is regarded as an experimental pilot study. It is hoped that experience in this survey may assist in the development of procedures for doing training audits of individual units within the Agency organization.

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4. [] had lunch with our contacts in the Naval Officer Procurement Office in a successful effort to further the "cadet" program.

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5. [] made contact with training officer, ONI insuring Naval participation in our BIC.

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